

DCRA Temporary Tent & Structures Permit Submission Requirements

Requirements For All Applications Regardless of Size

- ▶ Structural Architectural Plan Details
- ▶ Fire and Life Safety Protection Details
- ▶ Electrical Provision Details
- ▶ Structural Tie and Anchoring Plan Details
- ▶ Applied for in District Department of Transportation TOPS program. [Transportation Online Permitting System](#)



Example of Tents Less than 400 square feet



Example of Temporary Structures and Tents
greater than 400 square feet Requiring a DCRA
permit

Temporary Structures and Tents greater than 400 square feet

- ▶ A single tent or multiple tents in aggregate (combined to make a larger tent)
- ▶ Must apply for an additional DCRA permit
- ▶ Submit a Tent permit by creating a [DCRA user account \(Accessdc\)](#) Complete all required questions/fields (i.e. number of tents, height, length and width)
- ▶ Once the application is submitted, the applicant will receive a ProjectDox invitation to upload the architectural drawings, a site plan and supporting documents.
- ▶ Please include in the scope of work: Part of the **STREATERY WINTER READY GRANT PROGRAM**
- ▶ Once review is completed and application approved, permit will be emailed to the applicant.

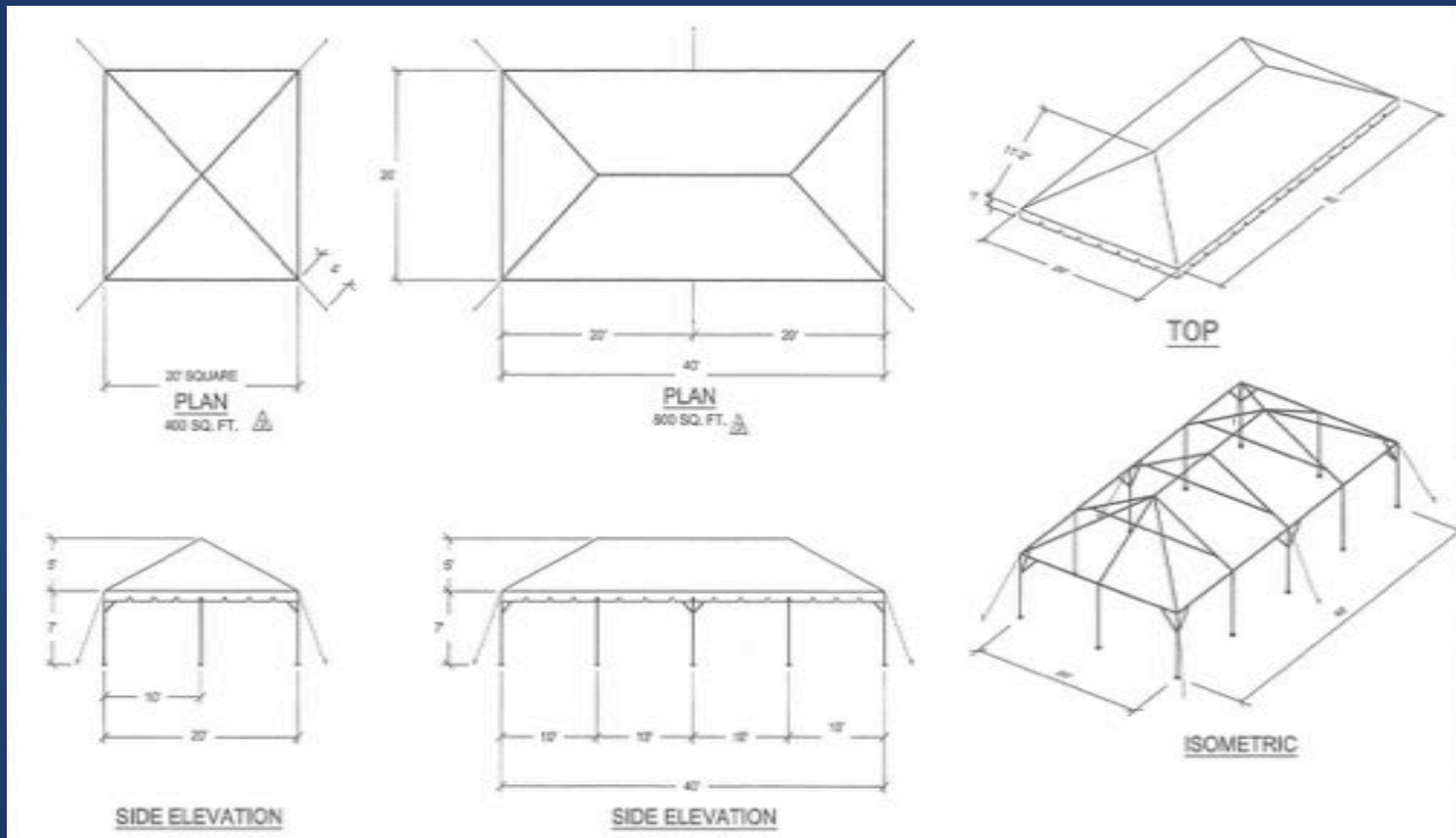
Structural Architectural Plan Details

▶ **Manufacturer's drawings can be used**

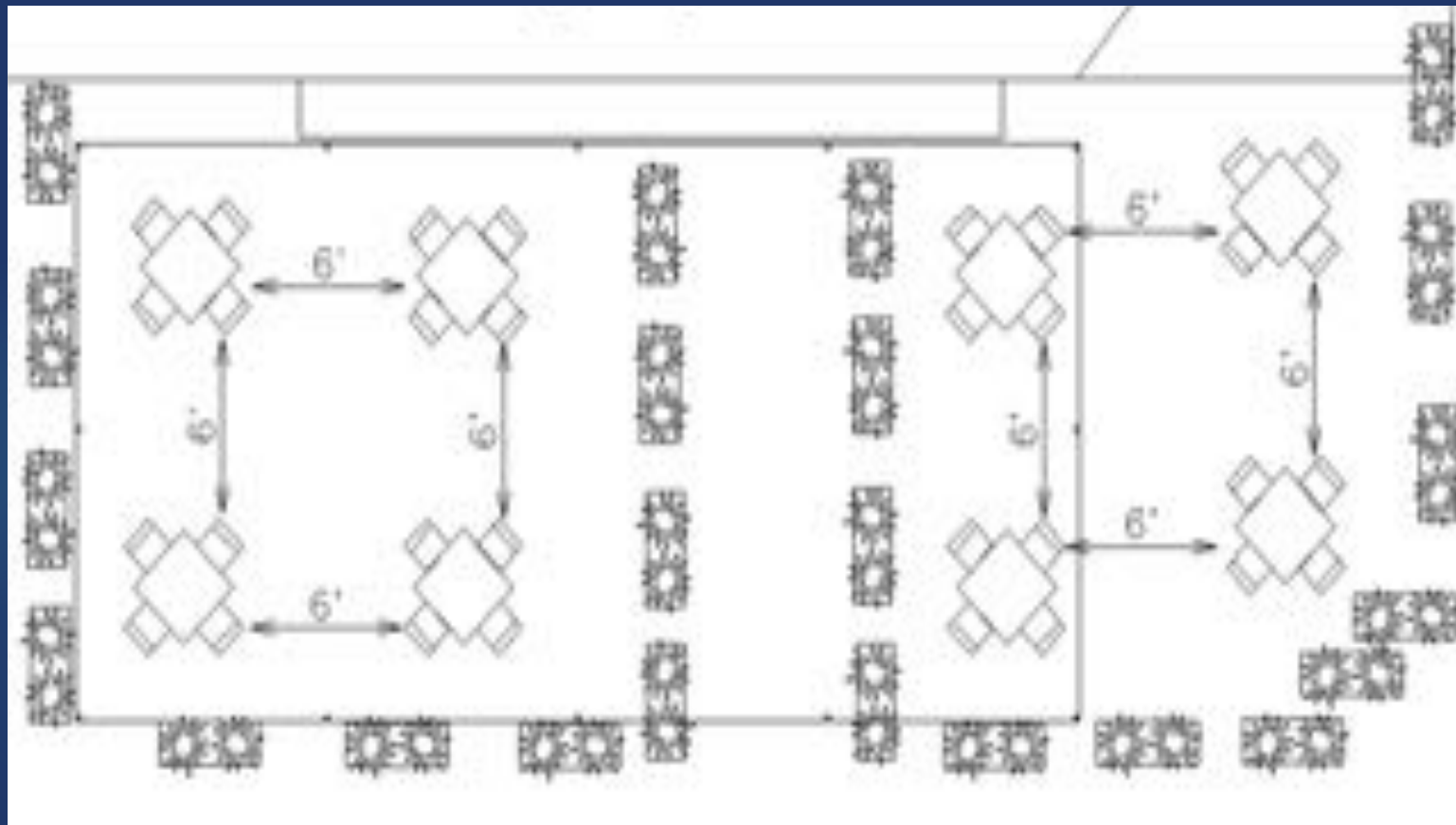
▶ **Plans must show:**

- A location plan detailing the location of the tent in relation to the street and the business or property.
- Seating arrangement inside the tent.
- Structural drawings showing details of how the tent will be anchored to the ground to secure during wind events.
- Is the tent or structure Open or Enclosed; if enclosed how many sides.
- Structural information and manufacturers installation requirements.
- Temporary elements attached to a building (enclosures, heaters, lighting, signage, etc.) require the proposed method of connection. Attachment to an historic structure will be subject to acceptance by the Historic Preservation Department.
- For All built structures, a Registered Design Professional will be required to provide signed and sealed drawings for review.

Sample Manufacturer's Drawing



Sample Location Plan



Fire and Life Safety Protection Details

► Plans must show:

- Hours of operation.
- Occupant load calculated per current public health orders.
- Means of egress and interior seating arrangements.
- A site plan to show the non-interference of the tent with the operation and access of the fire department (i.e., access to fire hydrants).
- Certificate of Flame Resistance.
 - The tent shall be inherently nonflammable or treated with a fire retardant effective for the life span of the tent (this feature comes from manufacturer).
- Location of fire extinguishers, hung appropriately (e.g. not with zip ties), with travel distance not to exceed 75 ft.
- Electric heat can be installed under tents; Propane heaters cannot be installed within 5 ft. of a combustible surface.

Fire and Life Safety Protection

Details cont'd

- Flame resistance certification required for tent and decorative materials inside the tent.
- Decks higher than 30 inches or stair with 4 or more steps must include a railing. Elevated dining platforms require an accessible route.
- Sidewalks, public access and egress pathways shall be kept clear and free of obstructions and tripping hazards (unprotected electric cords, tie down , etc.).
- Accessible dining requirements apply to all enclosures. An accessible route shall be provided to all dining areas accessible seating and to existing restrooms.
- All signage for fire extinguishers and lit exit signs

Sample Certificate of Flame Resistance

IMPORTANT DOCUMENT
Certificate of Flame Resistance


Registration Number: F14001
Date of Shipment: 3/7/2008
Tent Identification: SO-480417

ISSUED BY
ANCHOR
INDUSTRIES, INC.
EVANSVILLE, INDIANA 47725

MANUFACTURERS OF THE FINISHED TENT PRODUCTS DESCRIBED HEREIN

This is to certify that the materials described have been flame-retardant treated (or are inherently nonflammable) and were supplied to:

804990
EIS ENTERPRISES
7621 DEVILBISS BRIDGE RD
FREDERICK, MD 21701




Certification is hereby made that:
The articles described on this Certificate have been treated with a flame-retardant approved chemical and that the application of said chemical was done in conformance with California Fire Marshall Code. All fabric has been tested and passes NFPA 701, ULC 109.

Serial # 8024000 (2)

Description of item certified: FIESTA EXPANDABLE TOP 20'X30'
SNYDER WHITE VINYL

Flame Retardant Process Used Will Not Be Removed By Washing And Is Effective For The Life Of The Fabric

SNYDER MFG NEW PHILADELPHIA, OH
Name of Applicator of Flame Resistant Finish

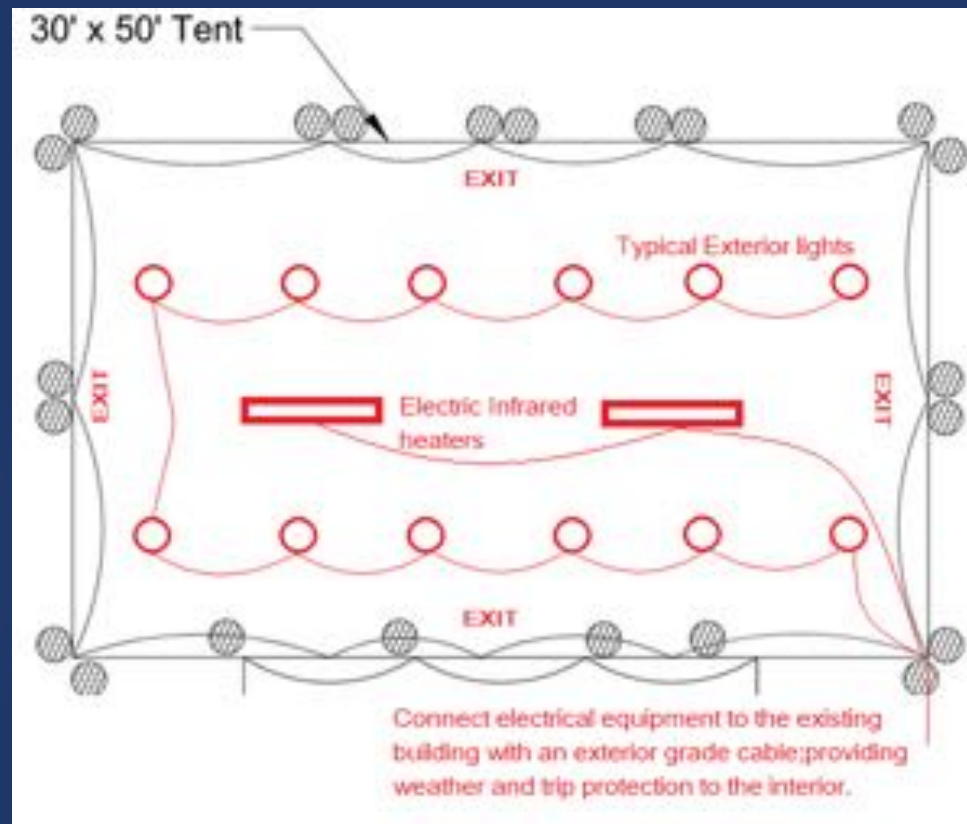
Signed: 
ANCHOR INDUSTRIES INC

Electrical Provision Details

▶ **Plans must show:**

- All equipment and lighting connections to existing outlets
- All equipment listed (i.e., HVAC, generators, etc.).
- Electrical service.
- Proposed signage location, materials and dimensions (length and width).
- Proposed under tent and exterior lightings location(s) and lighting direction, including the specs.

Sample Electrical Plan



Structural Tie and Anchoring Plan Details

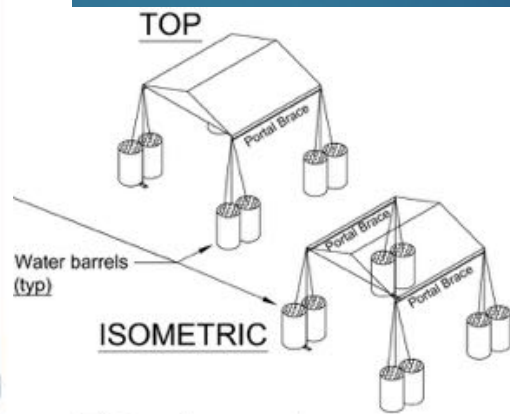
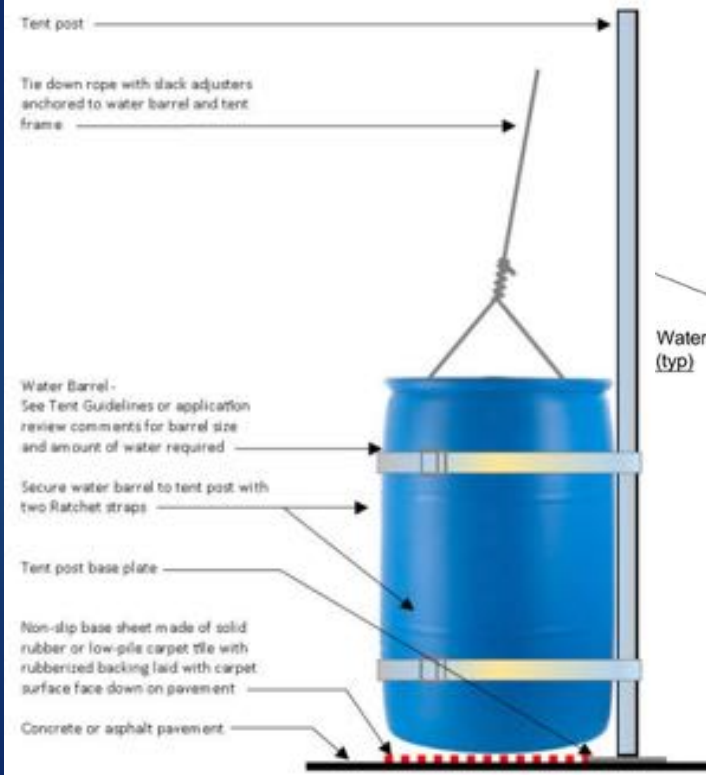
▶ Plans must show:

- Structural drawings showing details of how the tent will be anchored to the ground to secure during wind events (eg. water barrels)
- Imbedded Stakes or Anchor bolts are not permitted in public space



Water Barrel Attachment Detail

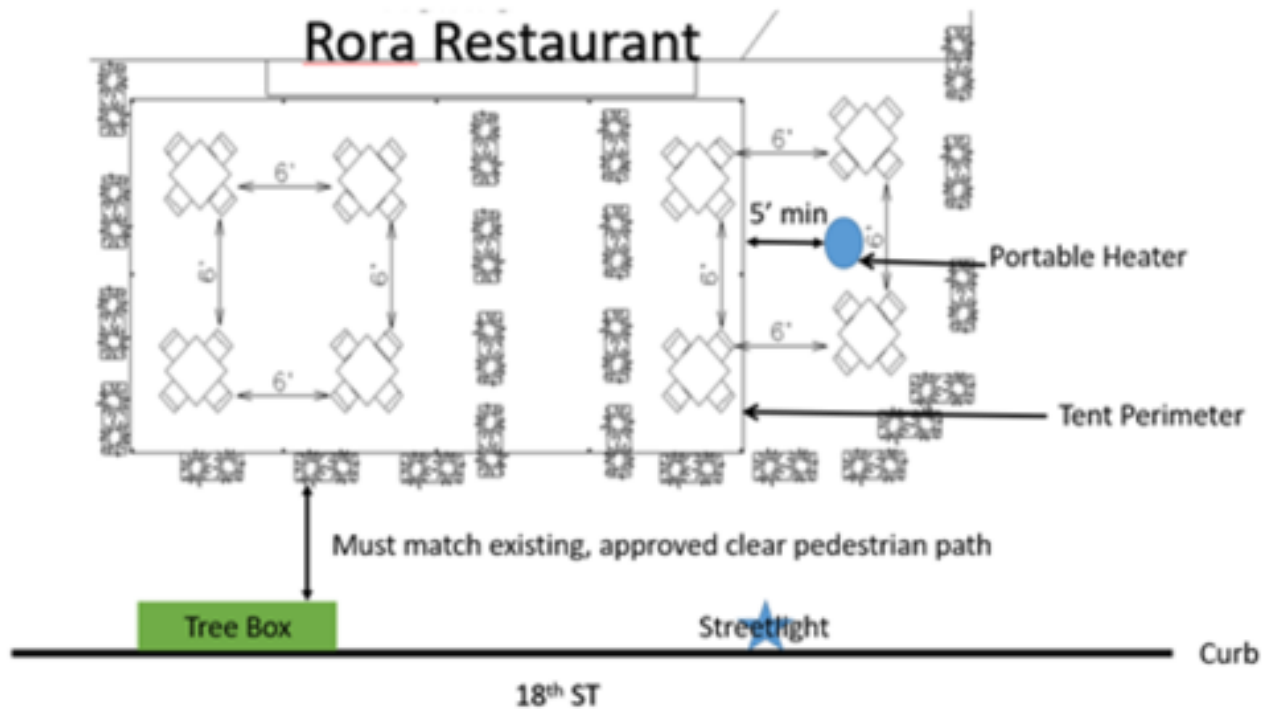
For Installations on Paved Surfaces




Sample Structural Tie and Anchoring Example

Sample Location plan

Rora Restaurant





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give us a call at **202.442.4400**. We are here to
serve you.



★ ★ ★
WE ARE
WASHINGTON
DC GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR